



## MEMORANDUM

**TO:** Public School Superintendents  
Public School Principals  
Charter School Principals  
Accredited Nonpublic School Principals

**FROM:** Risa Regnier  
Director of Educator Licensing and Development  
Katie Russo  
Coordinator of Assessment, Continuing Education, Evaluation and Induction

**DATE:** November 4, 2010

**SUBJECT:** Professional Growth Plan (PGP) & Cooperating Teachers Point Values

We have received many questions from teachers and administrators concerning the PGP point value for being a cooperating teacher for a student teacher or for a practicum experience for a college student. The purpose of the PGP is to allow educators to use a variety of professional development activities to renew their license(s). Having a student teacher or a practicum student in classroom should not be worth the whole 90 PGP hours to renew a license. Therefore, the Department encourages Administrators to verify no more than 30 PGP points/hours for serving as a cooperating teacher for a student teacher and 15 PGP points/hours for serving as a cooperating teacher for a practicum experience.

If you have questions about the Professional Growth Plan, please contact Katie Russo, at [krusso@doe.in.gov](mailto:krusso@doe.in.gov) for more information.